



DEFENSE SECURITY SERVICE

1340 BRADDOCK PLACE
ALEXANDRIA, VA 22314-1651

AUG 08 2006

Reply to
Attn. of: Office of Equal Employment Opportunity (EEO)

SUBJECT: Policy Statement on Equal Employment Opportunity and Diversity Management

TO: All DSS Employees

1. Equal Employment Opportunity (EEO) and Diversity Management work together to establish an environment that fosters equal opportunity for all. As the Acting Director of the Defense Security Service (DSS), I am fully committed to the policies and the objectives of EEO and Diversity Management, and to ensuring that they are fully supported and accomplished within DSS.
2. Federal EEO regulations require DSS to maintain a continuing diversity management program to promote equal opportunity and, at the same time, to identify and eliminate discriminatory practices and policies. It is the policy of this agency to provide equal opportunity in employment for all persons, to prohibit discrimination in employment because of race, color, religion, gender, national origin, age, pregnancy, disability, reprisal or sexual orientation, and to promote the full realization of equal opportunity through a continuing affirmative action program. It is the responsibility of all employees to ensure that DSS is free of employment discrimination. Employment discrimination will not be tolerated and will result in prompt and appropriate disciplinary action up to and including removal.
3. Effective diversity management is essential to attract and retain a diverse high-quality work force. This means having and maintaining a work environment that provides opportunity for applicants, and where employees can maximize their potential and fully contribute to accomplishment of the agency's mission. Such an environment should not unfairly advantage or disadvantage any member of the work force. Rather, employees should treat each other with dignity and respect. I want to foster an environment where nurturing concern, opportunity to perform, and continual learning are provided. When people feel good about their jobs, enjoy coming to work, and believe they are treated fairly, they are more productive.
4. As evidence of the agency's commitment to EEO and Diversity Management, these items are a critical element in our managerial performance appraisal system. This requires each manager and supervisor to dedicate themselves to meeting their delegated responsibility in a manner that yields results. Therefore, I expect each rating official to perform a careful and comprehensive review of the EEO performance appraisal element. Some review items to consider are whether the employee: Maintains a positive approach to diversity; practices inclusion; develops employees to build a strong, diverse, and effective workforce; creates a positive work environment; handles allegations of discrimination effectively; knows and supports DSS EEO policies; has a basic and practical understanding of EEO; and, when appropriate, seeks assistance from the agency's EEO experts.
5. I expect full support from each manager, supervisor, and employee in meeting the objectives of the EEO and the Diversity Management programs. A copy of this policy is to be posted on all DSS bulletin boards and internet sites. Questions are to be directed to Mr. Kenneth Hines, Equal Employment Manager, Office of Equal Employment Opportunity, at 703-325-5472.

Kathleen M. Watson
KATHLEEN M. WATSON
Acting Director